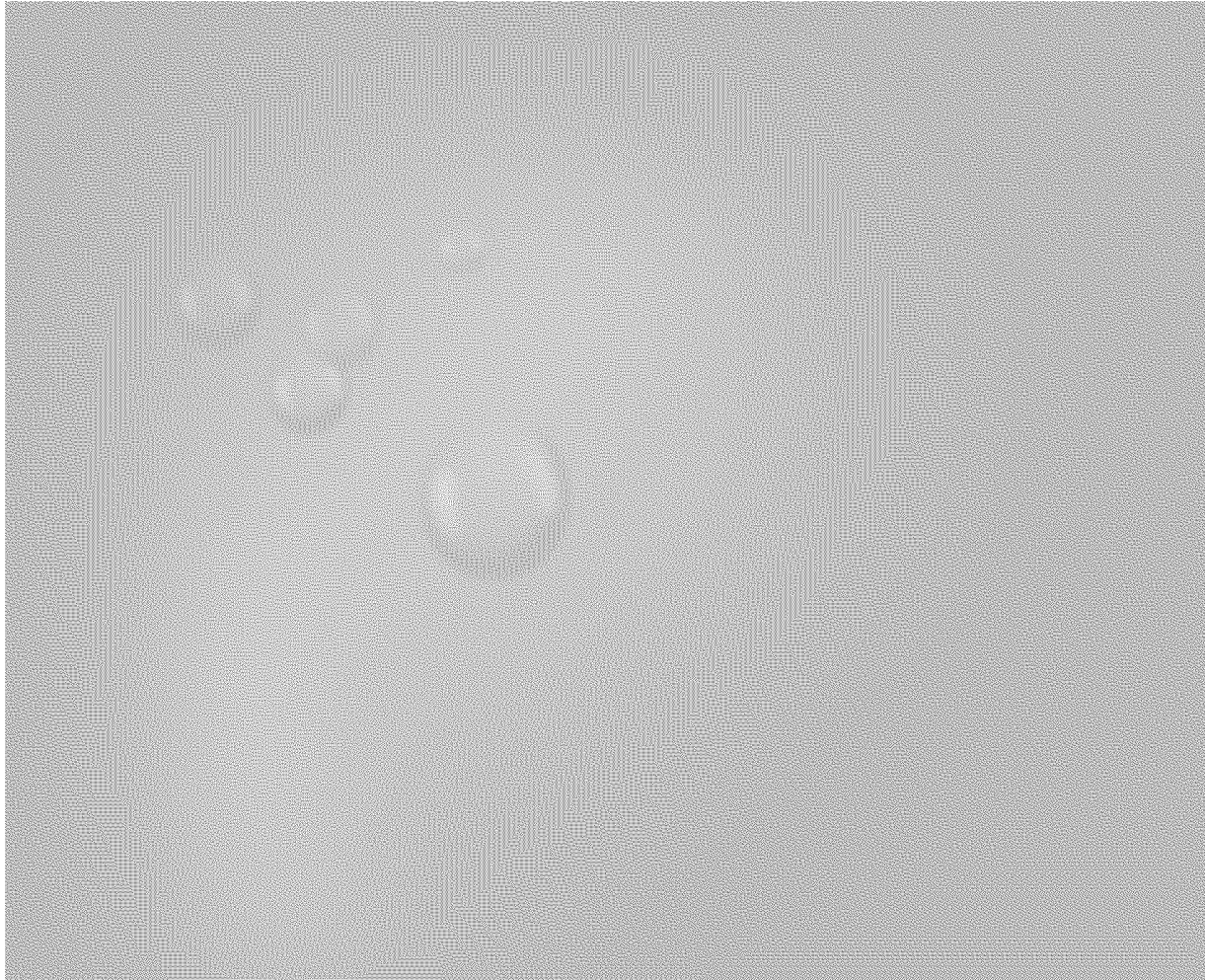


To: Ng, Jun[Ng.Jun@epa.gov]; Vega, Marelyn[Vega.Marelyn@epa.gov]; Mojica, Sandy[Mojica.Sandy@epa.gov]
Cc: Houlihan, Damien[houlihan.damien@epa.gov]
From: DeMeo, Sharon M.
Sent: Tue 4/15/2014 5:30:56 PM
Subject: RE: ADOBE LIST OF LOTUS ADMIN RECORD MERRIMACK



Jun,

All documents now have the "AR-" identifier. I asked that you are granted access to the Merrimack folder. If I don't here from Phil Warren soon, I will transfer the documents. Thanks.

Sharon DeMeo

US EPA – Region 1

Phone: 617-918-1995

Fax: 617-918-0995

From: Ng, Jun
Sent: Tuesday, April 15, 2014 12:01 PM
To: Vega, Marelyn; Mojica, Sandy; DeMeo, Sharon M.
Cc: Houlihan, Damien
Subject: RE: ADOBE LIST OF LOTUS ADMIN RECORD MERRIMACK

It does not have to be "AR-900.pdf", etc. but ideally, it is preferable to have a uniform naming convention. The previous naming scheme was simple and had a unique identifier (Doc ID #) for each document which aided greatly in completing the job request in a timely manner. I would not recommend using the descriptions to name the documents as there are illegal characters (e.g., commas, ampersand signs, etc.) that will cause issues when posting to the web server. It would also take more time to locate and ensure that documents linked properly.

Jun Ng
617-918-1917
ng.jun@epa.gov
<http://www.epa.gov/region1/>
Vistronix, Inc. Contractor

From: Vega, Marelyn
Sent: Tuesday, April 15, 2014 11:36 AM
To: Ng, Jun; Mojica, Sandy; DeMeo, Sharon M.
Cc: Houlihan, Damien
Subject: RE: ADOBE LIST OF LOTUS ADMIN RECORD MERRIMACK

Jun,

I have done that in the metadata but Sharon, specifically didn't want the AR included in the directory files. Let me know if you still need that completed. She can request access for you, that's not a problem.

From: Ng, Jun
Sent: Tuesday, April 15, 2014 11:28 AM
To: Mojica, Sandy; DeMeo, Sharon M.; Vega, Marelyn

Subject: RE: ADOBE LIST OF LOTUS ADMIN RECORD MERRIMACK

I just noticed that I don't have permission to view the contents of the following directory.

Please either give me permission to view the directory or move the documents to a directory that is not protected.

Also, it would be helpful and speed up the process if the pdfs were named using the same naming convention as the previous administrative records (e.g., AR-900.pdf, AR-901.pdf, etc.).

Q:Groups\Merrimack Station\Renotice\ON ADMIN RECORD

Jun Ng
617-918-1917
ng.jun@epa.gov
<http://www.epa.gov/region1/>
Vistronix, Inc. Contractor

From: Mojica, Sandy
Sent: Tuesday, April 15, 2014 8:58 AM
To: DeMeo, Sharon M.; Ng, Jun; Vega, Marelyn
Subject: RE: ADOBE LIST OF LOTUS ADMIN RECORD MERRIMACK

Good morning.

I will enter the job into the DIRT system. Thank you.

From: DeMeo, Sharon M.
Sent: Tuesday, April 15, 2014 8:57 AM
To: Ng, Jun; Vega, Marelyn; Mojica, Sandy
Subject: FW: ADOBE LIST OF LOTUS ADMIN RECORD MERRIMACK

Good morning,

Thanks for the call this morning Sandy. Please go ahead with the job request. We are going out to public comment this Friday and need to have the documents added to the Administrative Record on the Merrimack Station web page by Friday. Jun, you can find the documents at Q:Groups\Merrimack Station\Renotice\ON ADMIN RECORD. Marelyn, record #945 changed, could you add the metadata for that one again? Also Jun, you should be able to copy and paste descriptions of documents from either of the attached documents. Let me know right away if that doesn't work for you or if you don't have access to the Q:Groups folders.

Thanks!

Sharon DeMeo

US EPA – Region 1

Phone: 617-918-1995

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